



Frank O'Bannon, Governor
Alan D. Degner, Commissioner

Dept. of Workforce Development
Indiana Government Center South
10 North Senate Avenue
Indianapolis, IN 46204-2277
Phone: 317/232-7670
FAX: 317/233-4793
TDD: 317/232-7560
<http://www.workforce.IN.gov>
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TO: WIB Directors
WIB Fiscal Agents
Grant Recipients

FROM: Diana Gushrowski, Acting Deputy Commissioner
Administration and Finance/Controller

DATE: January 15, 2004

SUBJECT: DWD Commissioner's Directive 2003-22
Grant Closeout Instructions

RE: All funding sources administered by DWD

PURPOSE: The purpose of this communication is to instruct recipients to officially report expenditures for the period ending December 31, 2003.

RESCISSION: None

CONTENT: Closeout Reports are required per the grant agreement. You must submit a fiscal report identifying expenditures and unpaid claims, applicable match, stand-in costs, and program income activity. This fiscal closeout report requires three support documents: (1) a completed trial balance, (2) summary copy of applicable general ledger(s), and (3) the Participant Management Information System (PMIS) Workforce Service Area (WSA) report for all Workforce Investment Act services under the Department of Workforce Development (DWD) grant.

Any unspent funds, not allowed to be carried forward, are to be returned to the Indiana Department of Workforce Development with the closeout package.

Enclosed are instructions and forms to be completed.

EFFECTIVE DATE: Immediately

ENDING DATE: February 16, 2004

OWNERSHIP: DWD Grant Accounting

ACTION: Complete the grant closeout reports on the enclosed diskette. Print the closeout forms, sign where appropriate and submit an original and one (1) copy of the package with the current list of all property purchased with funds received from DWD issued grants and program income.

Grant closeout instructions

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The closeout forms are in Excel on the diskette under filename "Closeout". When the file is open, the exhibits are at the bottom of the file as separate sheets. Click on the exhibit for which you are entering data.

Use the arrow keys to move to the appropriate area to enter the data. Save after entering data for each sheet. You can only update the unprotected cell areas.

Completed Closeout packages are due to DWD not later than February 16, 2004. The packages are to be sent certified mail, return receipt requested or hand delivered to:

Indiana Department of Workforce Development
Attention: Bill Clark, Grant Accounting Supervisor
IGCS, Room SE309
10 North Senate Avenue
Indianapolis, Indiana 46204

If you have any questions regarding the completion of the closeout package, please contact Ron Price at (317) 232-7185, Judy Evitts-Jackson, at (317) 232-1917 or Scott Hood at (317)232-1848. Please contact Mike Strain at (317) 232-1896 if you have any questions regarding the property list.

Any questions regarding this communication may be addressed to Bill Clark, Grant Accounting Supervisor, at (317) 232-1802.